



Term Of Reference for the Position of Business Consultant

Post Title: Business Consultant

Project Name: MED Micro finance System for Start Ups (MEDSt@rts)

Duty station: Chamber of Commerce, Industry and Agriculture in Sidon and South Lebanon

Duration of Appointment: 45 days (around 180hrs.) over a period of 5 months

Expected Starting Date: October 2020

Background

As a partner in the MEDST@rts project, the Chamber of Commerce, Industry and agriculture in Sidon and south Lebanon (CCIAS) is implementing the project activities in Lebanon. MEDSt@rts - Med microfinance support system for start-ups - project is financed by the European Union's ENI CBC Med Programme and implemented between October 2019 and April 2022 in Italy, Greece, Tunisia, Palestine and Lebanon by a partnership of 7 organizations.

MEDSt@rts addresses **young and highly motivated people with innovative ideas** - usually high-risk companies - and supports them in developing their business ideas. CCIAS wishes to recruit qualified Business Consultants. He/she will carry out activities related to the for the creation of 15 enterprises with particular emphasis on developing the business plans of potential entrepreneurs for the subgrant award. He/she is expected to work closely with the entrepreneurs, Organizational/ Business Psychologist, and evaluation committee.

Scope of the work

A Business consultant will have the following duties and responsibilities:

- Meet with 25 entrepreneurs to identify the strengths and weaknesses of their business ideas;
- Coordinate with organizational / business psychologists to create the first sketch of their business plan;
- Support in the organization and management of meetings between local operators and final beneficiaries;
- Coordinate with organizational/ business psychologists to assist the entrepreneurs in drafting a complete business plan;
- Assist the 15 finalist candidates for the subgrant to draft a well developed and more detailed business plan and checking its consistency with the resources of the sub-grant;
- Assist entrepreneurs to identify the KPI's of their business plans to be able to assess their performance for potential improvements in different areas;
- Fine tune the draft of the final business plan according to KPI analysis and eligibility for the sub-grant contract.
- Prepare reports on training, meetings, and others.





Degree of expertise and Qualifications

- Experience as business consultant or equivalent
- Ability to develop business plan
- Ability to provide solutions and recommendations that will increase business profitability and efficiency
- Personal flexibility and high motivation
- Good skills in Microsoft Office.
- Experience in similar projects and working in teams.

Reporting and Coordination

He/ She will work closely with the Project Officer, Organizational/Business Psychologist.

